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RECORDS MANAGEMENT DIVISION

Chief, Records System Branch
Records Management Division/MS

3 December 1954

Area Records Officer
Office of the Comptroller

Change in Custodianship of Vital Material

1. The June 1954 quarterly inventory of Vital Documents includes, in part, the following personnel records:
 - a. Listing for Personnel Locator File
 - b. IBM Punch Cards for Personnel Locator File
 - c. IBM Punch Cards for Table of Organization File.
2. Concurrences have been obtained from the Comptroller and Deputy Assistant Director for Personnel for the transfer of custodianship of the above described records from the Office of the Comptroller to the Personnel Office.
3. It is requested that the personnel records, as described, be removed from the Comptroller's file of Vital Documents and placed with records of the Personnel Office. It is my understanding that the removal of these records will be included on the quarterly IBM Listing of Withdrawals.

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